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July 30th, 1923.
Circular Letter No. 6

To Supervisors of Schools.

Ladies and Gentlmen:

ABSENCE REPORT FORM NO. 27 P. & A. (Page 3)

IMMEDIATELY after the last session of the THIRD WEEK of the school month you will send to this Department the absence report for the last three weeks, using DOUBLE SPACE on the typewriter. It should be full, complete and correct, as payrolls are made on this basis. The names of teachers absent should be arrange ALPHABETICALLY in the order of SALARIES AND CLASSES AS SET FORTH ON PAGE 2.

I NO CASE WILL AN ABSENCE FOR CHILDBIRTH BE PAID. If you authorize a teacher to be absent "Visiting Schools", the absence should be reported, and salary will be paid in full if in the column "Cause", you state the reason for the absence as "Visiting Schools".

If a teacher is called to court as witness and receives witness fee, payment for absence should not be recommended.

If a teacher is absent from school at different times during the school month, group all absences of each teacher together on the absence report giving the date of each absence.

If death occurs in the family of a teachers, absence with pay may be allowed at your discretion.

Report absences to this office at the earliest possible moment and within the last school day of the third week of each school month,- the payrolls are ready in this office as if no deductions for absences and changes were to be made.

ABSEMCES NOT RECOMMENDED OCCURING THE FOURTH WEEK OF EACH SCHOOL MONTH SHOULD BE DEDUCTED BY SUPERVISORS ACCORDINGLY AND FORWARDED TO THIS OFFICE IN A MONEY ORDER.

If on Friday, the last day of the third week of each school month you have no absences or changes to report, or they are such as to come to the limits of a telegram, please report by WIRE, confirming afterwards by ABSENCE REPORT NO/ 27,P. & A. If you have no absences to report, fill out an absence report form, writing on it, "No absences". This is necessary to complete our records.

When thru an oversight you fail to report a teacher, please do not send an ADDITIONAL REPORT OF ABSENCE, but include such absence in the next monthly report.

Remember that no teacher is allowed pay for more than TWENTY DAYS' ABSENCE ACCORDING TO LAW. Please see that you keep an accurate record of the absences of all teachers always ready for investigations.

Yours very truly,

JUAN B. HUYKE
Commissioner of Education